Steps for MySFA Application for Graduation

1. Log into MySFA
2. On the Home tab, under My Contact Info, select SSB (Self-Service Banner)
3. Select Student tab
4. Click on Student Records
5. Click on Apply to Graduate
6. Click Term Selection
7. The current term will be displayed
8. Click Submit
9. Select the Curriculum and click Continue
10. Select the Graduation Date and click Continue
11. Select Ceremony Attendance and click Continue
NOTE: Any “Undecided” selection is viewed as “Yes”.

12. Select a Name for your Diploma and click Continue.

13. The selected diploma name will be displayed. Only the Middle name may be edited. Click Continue.

14. Select an address for your diploma and Click Continue.

15. The selected address is displayed. Review and click Continue.

16. The Graduation Application Summary will be displayed. Review and click Submit Request.

17. The Graduation Application Signature Page is displayed. Please read this information carefully.

18. Complete the survey as directed on the Signature Page.

19. Congratulations! You have applied for graduation.